

National Archives and Records Administration

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Subpart A—General

§ 1206.1 How are these Questions and Answers formatted?

As if you, the reader, were asking us, the National Historical Publications and Records Commission, these questions.

§ 1206.2 What does this part cover?

This part prescribes the procedures and rules governing the operation of the grant program of the National Historical Publications and Records Commission.

§ 1206.3 What terms have you defined?

(a) The terms *Commission* and *NHPRC* mean members of the National Historical Publications and Records Commission acting as a body.

(b) The term *NHPRC staff* refers to the Executive Director and the staff of the Commission or the Executive Director of the Commission.

(c) The term *guidance* refers to a non-binding document published on the NHPRC Web site to clarify or explain Commission policy or to provide procedural details.

(d) The term *The Manual of Suggested Practices* refers to The Manual of Suggested Practices for State Historical Records Advisory Boards. It is a type of guidance.

(e) The term *grant opportunity announcement* refers to a document published on the NHPRC Web site, on the

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Grants.gov Web site, and in the FEDERAL REGISTER that describes a type of grant offered, eligibility requirements, and application instructions.

(f) The term *historical records* means documentary material having permanent or enduring value, including manuscripts, personal papers, official records, maps, audiovisual materials, and electronic files.

(g) The term *historical records repository* means organizations whose mission is to acquire, preserve, and promote the use of historical records. They include archives, special collections, museums, and historical societies.

(h) The term *State* in §§1206.40 through 1206.42, means all 50 States of the Union, plus the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(i) The term *cost sharing* means the financial contribution the applicant pledges to the total cost of a project. Cost sharing can include both direct and indirect expenses, provided by the applicant or by third-parties as in-kind or cash contributions, and any income earned directly by the project.

(j) The term *direct costs* means expenses that are attributable directly to the cost of a project, such as salaries, project supplies, travel expenses, equipment rented or purchased for the project or services procured for the project.

(k) The term *indirect costs* means costs incurred for common or joint objectives of an applicant's organization and therefore not attributable to a specific project or activity. Typically, indirect costs include items such as overhead for facilities maintenance and accounting services.

(l) The term *board* refers to a State historical records advisory board.

(m) The term *coordinator* means the coordinator of a State historical records advisory board.

§ 1206.4 What is the purpose of the Commission?

The National Historical Publications and Records Commission, a statutory body affiliated with the National Archives and Records Administration,

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supports a wide range of activities to preserve, publish, and encourage the use of primary documentary sources. Through our grant programs, training programs, and special projects, we offer advice and assistance to state and local government agencies, non-Federal non-profit organizations and institutions, Federally-acknowledged or State-recognized Native American tribes or groups, and individuals committed to the preservation, publication, or use of United States documentary resources.

§ 1206.5 Who serves on the Commission?

Established by Congress in 1934, the Commission is a 15-member body, chaired by the Archivist of the United States and comprised of representatives of the three branches of the Federal Government and of professional associations of archivists, historians, documentary editors, and records administrators.

§ 1206.6 How do you organize the grant program?

We offer grants to support publications projects (subpart B), and records projects (subpart C). State grants (subpart D) are made to designated state agencies for statewide archival services and may include subgrants to individuals and institutions. We also support a variety of professional development opportunities.

§ 1206.8 How do you operate the grant program?

(a) The Executive Director manages the program under Commission guidance and the immediate administrative direction of its Chairman, the Archivist of the United States.

(b) The Commission establishes grant program priorities as reflected in its Grant Opportunity Announcements and, from time-to-time, issues non-binding, clarifying guidance documents through the NHPRC Web site.

(c) To assure fair treatment of every application, all members of the Commission and its staff follow conflict-of-interest rules.

(d) The purpose and work plan of all NHPRC-funded grant projects must be in accord with current Commission